

5 November 2002

Nebraska Wing Cadet Advisory Council Constitution



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Supersedes previous NEWG CAC Constitution
OPR: NEWG CAC

Article I. Name

The name of this organization shall be the Nebraska Wing Cadet Advisory Council (NEWG CAC), hereafter referred to as the "Council." The name of this document shall hereafter be referred to as the "Constitution."

Article II. Purpose

The purpose of the Council shall be to advise and assist the Nebraska Wing Commander and the Director of Cadet Programs on matters of concern to the cadets within Nebraska Wing.

Article III. Operating Procedures

The CAC will operate in accordance with all regulations as stated by CAPR 52-16.

Article IV. Organizational Structure

Section 1 Unit Representatives

A. Each unit is authorized one Primary and one Alternate Representative to be elected by each unit and appointed by the Unit Commander on a CAP Form 2A. The CAP Form 2A must be received by the Nebraska Wing Director of Cadet Programs prior to 01 August each year.

B. If the Primary and the Alternate Representatives are unable to attend the meeting, a non-Council member from the same unit may represent the unit, in the form of a Proxy. If the Primary, Alternate, and Proxy are absent from the meeting, the Unit will have no representation.

Section 2. Executive Board

A. In accordance with the CAPR 52-16, Chapter 3, Section 3, Subsection c; Council Officers shall consist of the Chairperson, Vice Chairperson, and the Recorder. This group will hereafter be referred to as the "Executive Board."

B. The Vice Chair and Recorder will be elected from among the current Primary Representatives at the first meeting following the conclusion of the National Board.

C. The Chairperson will only be elected from the previous year's Primary Representatives. If none of the previous year's Primary Representatives declare their candidacy for Chairperson, nominations will then be taken from among the current Primary Representatives.

D. If the Chairperson was elected from the current Primary Representatives the Chairperson will relinquish their Primary Representative position to the unit's Alternate Representative.

E. The Vice-Chairperson and the Recorder will continue to serve as Primary Representatives from their units.

F. The Chairperson, Vice Chairperson, and the Recorder must be Cadet Officers.

Section 3. Quorum

- A. Each unit is authorized one vote in all decisions; this right will be exercised by the Primary Representative. The Alternate will exercise this right in the absence of the Primary. The Chairperson will only vote to break a tie.
- B. If both the Primary and the Alternate Representatives for a unit are unable to attend the meeting, the Primary Representative may proxy their vote to another member of their unit. In the event that no Proxy is named, the unit forfeits its vote(s) on the issue(s) discussed and voted on at that meeting.
- C. A proxy must be named in writing and presented to the Chairperson at the beginning of the meeting. The proxy can come from the Primary Representative or the Unit Commander. The use of a proxy will be recorded in the minutes of the meeting.
- D. At least half of all voting members must be present to hold a meeting or a conference call. A majority of voting members must be present to hold any votes.

Section 4. Rights of Individuals

- A. Any individual may address the Council through their unit representative or when recognized by the Chairperson.
- B. Any individual may observe the CAC meeting.
- C. The above applies only in cases in which the meeting has not been closed.

Section 5. Rights of the Council

- A. CAP Members are allowed to observe CAC meetings. This right may be taken away by the Council for just cause.
- B. The Council may, by majority vote, create committees.
- C. The Council may draft a set of bylaws, to be approved by the Nebraska Wing Director of Cadet Programs, to establish specific procedures within the framework of this Constitution.

ARTICLE V. Duties and Responsibilities of the Council Members

Section 1. Chairperson

- A. Is the alternate representative to North Central Region while holding this position.
- B. Ensures that all aspects of the Constitution and its Bylaws are properly observed.
- C. Schedules meetings at least once per quarter, when possible.
- D. Generates and distributes the agenda for each meeting.
- E. Serves as presiding officer at all Council meetings.
- F. Will assign a Recorder, for the meeting, in the absence of the Vice Chair and Recorder.
- G. Will submit recommendations, in writing, to the Nebraska Wing Director of Cadet Programs.
- H. Will be the final word on all questions of parliamentary meeting procedures within guidelines of this Constitution and Bylaws.
- I. Will ensure that the Nebraska Wing Cadet Advisory Council Constitutions and its Bylaws are retyped and reorganized within 60 days from the date of Council approval.
- J. May show his/her disagreement with a resolution passed by the Council by vetoing the resolution.

- K. Will edit, approve, and forward to the Nebraska Wing Director of Cadet Programs the minutes of the most recent meeting.
- L. Will distribute the most recent Nebraska Wing Director of Cadet Programs approved meeting minutes to all CAC members.

Section 2. Vice Chairperson

- A. Will perform the duties of the Chairperson when they are absent or unable.
- B. Will coordinate all committees and their actions.
- C. Will serve as an assistant to the Chairperson by performing duties as directed.
- D. Will serve as Recorder in the absence of the regular Recorder.
- E. Will coordinate with Recorder to ensure the minutes are ready for final approval by the Chairperson.
- F. Will draft any resolution passed over by a veto for discussion at the next meeting.

Section 3. Recorder

- A. Will perform the duties of the Chairperson if both the Chairperson and the Vice-Chairperson are absent or unable.
- B. Will compile the minutes of each meeting and forward to the Chairperson for approval.
- C. Will be responsible for all administrative duties of the Council.
- D. Will draw up a roster of Council members and distribute appropriately.
- E. Will compile the agenda, proposals, minutes, and a current roster in a packet for each meeting.
- F. Will be responsible for distributing any pertinent Council information as appropriate.
- G. Will determine who will be present at the next meeting. If a Council member is not present the Recorder will know the reason for the absence.
- H. Will inform the Director of Cadet Programs of who will be attending the meeting at least one week before the meeting occurs.

Section 4. Primary Representatives

- A. Will represent the interests of the Cadets within their units.
- B. Will attend all Council meetings. If unable to attend a meeting, they will see that the Alternate or Proxy Representative attends in their place.
- C. Will ensure that any necessary proxy procedures are completed.
- D. Will brief their units and commanders on all Council proceedings.
- E. Will submit a minimum of one agenda item per quarter to the Council Chairperson.
- F. Will keep the unit notebook updated and in good condition at all times.
- G. Will have the unit notebook at every meeting.

Section 5. Alternate Representatives

- A. Will carry out all duties and responsibilities of the Primary Representative in their absence from any Council meeting.
- B. Will attend Council meetings whenever possible.
- C. Will not vote unless the Primary Representative is absent.

Section 6. Proxies

- A. Will carry out all duties and responsibilities of the Primary Representative in the absence of the Primary and the Alternate Representative.
- B. Will brief the Primary Representative on all Council proceedings upon return to their unit.

ARTICLE VI. Senior Advisors to the Council

Section 1. Meeting Procedure

At each official meeting of the Council, the Nebraska Wing Director of Cadet Programs or their designated representative will be present.

Section 2. Director of Cadet Programs or Designated Representative Responsibilities

- A. Will provide support and guidance to the Council when needed.
- B. Will serve as the sponsor to the Council and assist with personnel and logistics.
- C. Will be in charge of disseminating the Council Budget from NEWG HQ.
- D. Will assist in directing proposals through the appropriate channels.

Section 3. Approval of Council Actions

The Nebraska Wing Director of Cadet Programs must approve all Council actions before they become valid.

ARTICLE VII. Removal from Council or Executive Board

Section 1. Removal Procedures

- A. The Chairperson will file any removal action, which becomes necessary under this article of the Constitution excluding an action against themselves. The Vice-Chairperson will file any necessary removal action against the Chairperson.
- B. Any vote for removal will be secret ballot.
- C. A two-thirds majority vote of the members present will be required to remove a Cadet from the Council or the Executive Board.
- D. If a two-thirds majority vote is reached in favor of removing any member of the Council, the removal action, which will state the voting results, will be submitted in writing to the Nebraska Wing Director of Cadet Programs within two weeks of the vote for approval.

Section 2. Grounds for Removing Primary and Alternate Representatives

- A. Any Primary Representative may be removed from the Council if they fail to attend two consecutive meetings of the Council. This clause will take effect only if both meetings were unexcused and/or if the unit was not represented by its Primary, Alternate, or Proxy Representative.
- B. The primary and alternate representatives will be removed from the CAC when they transfer from the unit that appointed them to their Council position. A vote will not be conducted in this instance.

C. If the Primary Representative holds a position on the Executive Board they will also be removed from the Executive Board Position.

Section 3. Grounds for Removing Executive Board Members

A. Any Executive Board Member may be removed from the Executive Board if they fail to perform their duties as specified by this Constitution and Bylaws for two consecutive meetings.

B. Any person removed from the Executive Board may continue to serve as the Primary Representative for their unit, except the Chairperson.

C. Any Member of the Executive Board will be removed from the Executive Board when they lose their position of Unit Primary Representative.

D. Should the Chairperson be removed from the Executive Board, the Wing Commander and the Director of Cadet Programs will review the Chairperson's fitness to continue as the North Central Region Alternate Representative.

Section 4. Replacement

A. If a Primary Representative is removed from the Council, the Alternate will take over if present.

B. If the Alternate is not present, the primary will be allowed to proxy their vote to another Primary. If the proxy is declined, the unit will lose its voting rights for the remainder of the meeting.

C. If any position on the Executive Board becomes vacant, an immediate election will be held to fill the vacancy. The Executive Board member of the highest office remaining will act as the Chairperson during election.

ARTICLE VIII. Amendments

Section 1. Amendment Procedures for the CAC

A. Any unit Primary Representative or any Executive Board member may propose amendments to the Constitution.

B. Amendments may not be proposed and ratified during the same meeting. Prior notice of the text of any amendment must be given to all Council members.

C. A majority vote will be required to make changes to a proposed amendment. A two-thirds majority vote will be required to ratify an amendment.

D. Any amendment must be submitted in writing to the Nebraska Wing Director of Cadet Programs for final approval by both the Nebraska Wing Director of Cadet Programs and the Wing Commander.

ARTICLE IX. Ratification and Reorganization

Section 1. Ratification

A. This Constitution and its Bylaws shall go into effect immediately upon their ratification by a two-thirds majority of the voting membership of the Council, and its approval by the Nebraska Wing Director of Cadet Programs.

B. Upon ratification, or approval of the most recent revision, this Constitution and

Bylaws will make null and void any previous Constitution and Bylaws for the Nebraska Wing Cadet Advisory Council.

Section 2. Constitution Reorganization

- A. All amendments enacted during the year will be designated Articles and Sections and will be included in their proper places. Renumbering and reordering will be done accordingly.
- B. Any deletions made during the year will be properly documented.
- C. The cover page will note the ratification date and the most recent revision date.
- D. Copies of the new Constitution and Bylaws will be made and distributed to the representatives at the next CAC Meeting by the Nebraska Wing Director of Cadet Programs.



STACY R HOLTHUS, Capt, CAP
Director, Cadet Programs, NEWG

1st Ind, NEWG/CC

I approve/disapprove the above Constitution
and it is/is not hereby in effect as of the date
indicated on this document.



WARDER SHIRES, Col, CAP
Commander, NEWG